

Surplus Procedures

Following are required procedures to dispose of unwanted property/equipment from the Herbert C. Hoover Building.

1. Consult with your Office property custodian to ensure that the unwanted item(s) are not required in your Agency. If you are unaware of your Office custodian's name, a complete listing of DOC Property Management Officers by Bureau is given below. Check with that individual to find your Office Property Custodian.
2. Have your Property Custodian fill out a form CD-50 (which may be found at www.doc.gov - forms section) For your convenience it is an Adobe fill-able form. Please remember that property (i.e. desks, credenzas, chairs, etc.) and equipment (i.e. computers, monitors, fax machines, etc.) **MUST** be on separate forms. For all equipment, please include all available information about the property, i.e. CD-barcode number, model, serial number, etc. Also an original acquisition cost is required for all forms. That is the price of the item when purchased. If unsure of the original cost please estimate. That price is **NOT** what the item is currently worth, but what was originally paid for the item.
3. The Property Custodian must sign the form at the bottom where indicated and fax the completed form to Eston Lewis of the Personal Property Division at 202-501-2505.
4. Please allow 96 hours (**4 working days**) from receipt of the document to have items picked-up.
5. Please maintain unwanted property in your Office until arrangements have been coordinated with Moving & Logistics services to have your property removed. **DO NOT** put unwanted property/equipment in the hallways for removal. Circumventing this process will only delay the pick-up time of your unwanted items.

If you have any questions or need additional information you may contact Eston Lewis on (202) 482-2131. Following are the PMOs for the HCHB agencies:

BEA	-	Meridel Jackson	202-606-5339
BIS	-	Bruce Shriver	202-482-5073
EDA	-	Yvonne Francois	202-482-2507
ESA	-	Wesley Dias	202-482-4165
ITA	-	Jefferey Scherr	202-482-3266
MBDA	-	Millita Robinson	202-482-8361
NOAA	-	Maureen Wylie	202-482-0917
NTIA	-	Karen Sikes	202-482-1809
OIG	-	Dale Fields-Glivings	202-482-0923
OS	-	Taprina Jackson	202-482-0888
TA	-	Jo Gann	202-482-5804